



STATE OF TENNESSEE  
DEPARTMENT OF CHILDREN'S SERVICES (DCS)  
8<sup>th</sup> Floor, Cordell Hull Building  
436 Sixth Avenue North  
Nashville, TN 37243-1290

January 01, 2008

To: Private Providers

From: Department of Children's Services

Re: Policy Clarification – DCS Provider Policy Manual - 2008

***The following are modifications to the Provider Policy Manual (PPM) effective January 01, 2008. These changes will replace the sections identified in the Policy Manual, August 2007 and the addendum posted October 01, 2007:***

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**Page 62**

Chapter I. Core Standards, Section T. Client Information, Confidentiality, and Case Review, 10. i. Documentation/Progress Notes must be in the child's file at a minimum documenting:, page 62:

**Delete the following:**

- i. Monthly progress report/summary for all levels of care to be sent to the FSW and placement specialist;

**Replace with the following:**

- i. Providers must submit monthly summaries for all levels of care to the regional SAT coordinators and the TNCARE Advocates;

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Add the following:

Chapter Seven – Continuum of Care, Section II. Level II Continuum, G.2.e. Placement Types. Page 157.

**Add the following as item G.2.e.**

**G.2.e. In-Home Services.** A wide array of services offered to families and children placed with family members. These services are coordinated and include, but are not limited to services identified in the Permanency Plan as necessary to achieve permanency and stability for the child and family. Services must meet standards outlined in the Provider Policy Manual.

At least 75% of the children in out-of-home placement must be in family-based settings.

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Chapter Seven – Continuum of Care, Section IV. Level III Continuum of Care, G.5. Placement Types. Page 168.

**Replace G.5 with the following:**

- G.5. **In-Home Services.** A wide array of services offered to families and children placed with family members. These services are coordinated and include but are not limited to services identified in

the Permanency Plan as necessary to achieve permanency and stability for the child and family. Services must meet standards outlined in the Provider Policy Manual.

At least 50% of the children in out-of-home placement must be in family-based settings.